RECERTIFICATION

GENERAL INFORMATION

- If your certificate has an expiration date of 12/31/20, you will need to recertify to maintain your certification.

- You have a 90-day grace period after the expiration date in which to recertify without a break in certification. So you actually have until 3/31/21 to recertify.

- Recertification requires successfully completing a proctored, open-book, multiple-choice examination. There is only one attempt allowed on a recertification examination. If you do not pass the recertification examination, you will be required to successfully complete the full certification class again to become certified.

- There will be a virtual recertification review class held before your examination. This is a live, instructor-led class, that will be held 1 to 3 days before your exam time. You can ask questions verbally or via the chat feature. You will be sent a link to join the class a couple of days before the class begins. There is nothing to install on your device. You just click on the link and join the class. You will need to use a device with a camera, speaker and microphone, and have a reliable internet connection. The class will typically work on a computer, tablet, or smart phone. <u>Do not come to the testing facility for the virtual class</u>. This is to be done at your own location.

- You can take recertification classes in any order. For instance, unlike certification classes, you could recertify in Level II PCC before you recertify in Level I PCC. Just keep in mind that you will not receive the Level II PCC certification until the Level I PCC certification is current.

- If you allow your certification to lapse in a certificate that is a prerequisite to another certificate, or if you fail a recertification examination in a prerequisite, you will be not be certified in either until you become certified in the prerequisite again.

TESTING

- You will need to register for a time and location in which to take the recertification examination. Most recertification examinations will be offered at 5 different locations around the state. You will be asked to show a photo ID when you arrive to test.

- Precautions will be in place at the testing site.
    - Please arrive at your schedule time.
    - Do not attend if you are sick, are running a fever, or have recently been exposed to someone with COVID-19.
    - Please go straight to the testing room. Do not walk around the facility.
    - Masks will be required at all times.
    - Sanitize your hands both before and after leaving the facility.
    - Testing tablets and tables will be sanitized after you have completed the examination in preparation for the next group.

- A link to the Zoom virtual recertification class will be sent to you via email a few days before the date it is scheduled. Any class manuals will be sent to you, when available, via mail to the address you have listed in your IowaDOT U user profile. Please make sure your email and your mailing address are correct when you are enrolling.

- Proctors will NOT be able to answer any questions during the exam. If you would like to challenge a question, there will be a Question Challenge sheet for you to fill out.

SUGGESTED PREPARATION

- The course manual(s) will be mailed to you when available. Please make sure your mailing address is correct in IowaDOT U when you enroll. The manuals will also be available online at https://iowadot.gov/training/TTCP-manuals.   Spend some time reviewing the manuals, doing the practice exercises, and becoming familiar with where to find things.

- Most certificates have a free, web-based review. This is a great tool to prepare. Instructions on enrolling in the reviews are available at https://iowadot.gov/training/web-based-training. You can complete this at your own pace, and multiple times if desired.

- Attend the virtual Recertification Class. This is a live, interactive class led by an instructor. There is nothing to download. You just click on the link and enter the class. You will need to use a device with a camera, speaker and microphone, and have a reliable internet connection. The class will typically work on a computer, tablet, or smart phone. You will be sent a link to join the class a couple of days before the class begins.

HOW TO ENROLL

- Go to the online Registration Book located at https://iowadot.gov/training/TTCP-registration-book .

- Scroll to find the certification in which you need to recertify and click on the link. The page will list all of the available testing sites/dates/times. Find the date and location you would like to attend.

- Some testing times are scheduled so that you can have the opportunity to take multiple exams in one day if desired. For instance, there are numerous days where you could recertify in Aggregate Technician, Level I PCC and Level II PCC on the same day to minimize travel if desired. You don't have to do this, but it is offered as a convenience to those that may want to.

- After you have found the testing sites/dates/times that you would like, proceed to enroll using IOWADOT U. Instructions for enrolling are located at https://iowadot.gov/training/ttcp/registration

- **Make sure you are enrolling at the location where you want to take the examination! There are multiple locations testing at the same time on the same day. Make sure you are enrolling in the right one!**

- If you already have an account in IOWADOT U, and cannot remember your username and password, please contact dot.ttcp@iowadot.us. We can help you. Please do not create additional accounts in IOWADOT U.

- You will be sent a calendar invitation for each day of the class. This is done so that you can easily add the class dates to your electronic calendar.

- You will also receive a confirmation notice/invoice via email. Please read this, and any other class correspondence that is sent.

PAYMENT

- Shortly after you enroll, an invoice will be sent to you via email. This is the only invoice that is sent. Please make sure your email address is correct in IOWADOT U.

- The recertification testing fee is $120.00. The only exceptions are Aggregate Sampler and HMA Sampler, which are $60.00.

- For DOT employees, payment is covered automatically under separate funding. It will not be billed to your cost center.

- For non-DOT employees, payment must be made by check or by using CIT funding if you qualify. Cities, counties and consultants do not qualify for CIT funding. For more on CIT funding, please visit https://iowadot.gov/training/ttcp/RegBook/CIT.pdf

- We cannot accept credit card payments at this time.

- Please make your check payable to the Iowa DOT and send to:

Iowa DOT

800 Lincoln Way

Ames, IA 50010

Attn: Brian Squier

Certificates will not be released until payment has been received. You will not be a certified technician until payment has been received and your certificate has been released.